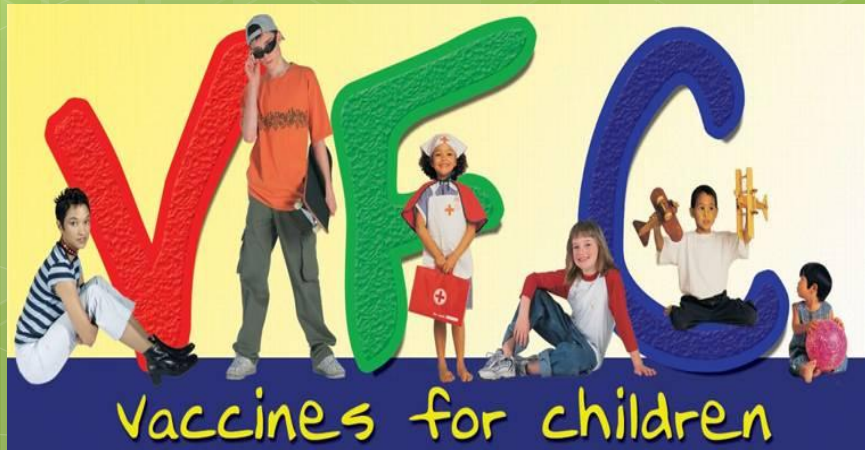


Vaccine Shipments Wasted and Expired Forms 2013 Education Requirement



Healthy People. Healthy Communities.

Department of Public Health & Human Services

Immunization Program

VFC Hot Topics Webinar October 2013

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Vaccine Shipments

The Immunization Program pays twice (!) for vaccine shipments improperly received at your facility.

We are charged for shipments delivered during your hours of operations if:

- Your facility is closed
- The shipment is refused
- The shipment is received, but misplaced.

These doses also count against our vaccine shortage allocations.

PLEASE follow the rules when receiving shipments!!!
We have had a rash of these incidents over the last few months.
Let's review the process...



Vaccine Shipments- Providers Responsibilities

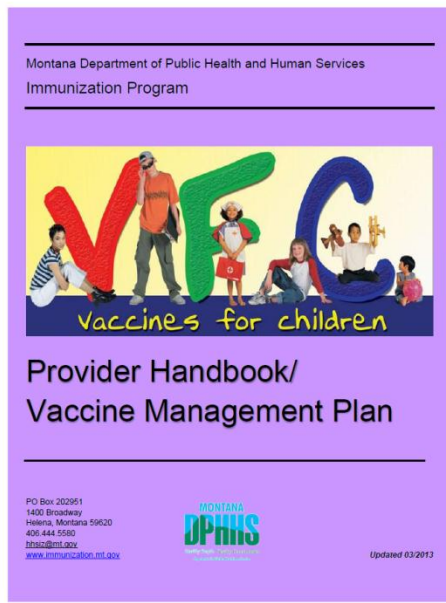
1. Hours of Operation:
 - Provided in your Site Contract during annual enrollment
 - Keep them current and accurate
 - Email us immediately if they change (even if just temporarily!)
2. Develop a protocol for receiving vaccine, train staff, have trained staff available during your hours of operation. TRAIN FRONT DESK AND RECEIVING PERSONNEL.
3. Handle and store vaccine properly upon receipt.
4. Once the shipment arrives, immediately inventory vaccine in the box and check against the packing slip **and** imMTrax (check mark, signature, date). Notify the Immunization Program immediately if there is a problem.
5. Accept your order in imMTrax within 24 hours of receiving the shipment.

Vaccine Shipments- Providers Responsibilities

Continued:


Do not wait until the end of the month when you reconcile!
In many circumstances, it will be too late.

For complete information on vaccine shipments please see Section
15 page 61 of your VFC Provider Handbook:



Investigating Shipping Issues

Travel History

▲ Date/Time	Activity	Location
- 9/09/2013 - Monday		
5:39 pm	At local FedEx facility	MISSOULA, MT
2:13 pm	Returning package to shipper Return tracking number 796644360314	MISSOULA, MT
11:28 am	Delivery exception Customer not available or business closed	 MISSOULA, MT
8:39 am	On FedEx vehicle for delivery	MISSOULA, MT



October 16, 2013

Dear Customer:

The following is the proof-of-delivery for tracking number [796665251613](#).

Delivery Information:

Status:	Delivered	Delivered to:	Receptionist/Front Desk
Signed for by:	L.MOE	Delivery location:	2525 E BROADWAY ST STE 201 HELENA, MT 59601
Service type:	FedEx Standard Overnight	Delivery date:	Sep 12, 2013 14:00
Special Handling:	Deliver Weekday		



Vaccine Reimbursement Policy

This is a reminder that we have a vaccine reimbursement policy found in Section 17 of the VFC Provider Handbook. One of the listed circumstances that may require reimbursement is a provider:

“Failing to receive and properly store vaccine delivered during designated delivery hours”

Starting in 2014, we will strictly enforce our reimbursement policy in circumstances where vaccine is lost due to a provider mismanaging a vaccine shipment.

What can you do?

- Keep your hours of operation current and accurate
To check current hours of operation: Site Contract>>>most recent PDF>>>page 1.
Email changes to hhsiz@mt.gov
- Develop a protocol, train staff, have trained staff available during hours of operation
- Immediately (ASAP) receive, inventory, and properly store vaccine shipments
- Immediately (ASAP) call the Immunization Program with problems.

What can the Immunization Program do?

- We realize vaccine delivery times vary and are difficult to predict.
- We are exploring options of sending notification emails on days a shipment is due at your facility.
- We still have no control over when courier arrives. McKesson is responsible for vaccine if delivery attempted outside HOO.
- We welcome feedback on this idea and hope to implement something by January 2014.

Wasted and Expired Form

When returning vaccine that is wasted or expired please remember the steps below:

1. First submit the form completely filled out
2. Wait for an e-mail and the print screen attached
3. Watch for the label to come in the mail
4. Once the label has come, put the print screen with the vaccine and ship it back in any container using the label provided

What gets sent back:

1. All vaccine gets sent back to McKesson unless it is an opened MDV or pre-filled syringe that was drawn up, but not administered. Please enter any code except 10.
2. If you can not send back the vaccine for a reason use the code 10 on the form and discard according to your clinic/practice procedure.

[illegible]

VFC Transfers



VFC Vaccine Transfer Approval Form

Immunization Program

1. VFC vaccine transfers between providers must be approved by the Immunization Program. Please use this form to request approval for transferring VFC vaccine.
2. Contact the receiving provider before transferring vaccine to make sure they can use it before it expires and that they are available to receive the vaccine.
3. Fill out the required information and submit this form to hhsiz@mt.gov or fax to 442-4848. You will receive a response within 24 hours.
4. Once approval is received, transfer the vaccine electronically in imMTrax.
5. Then pack and transport vaccine according to Section 12 of the VFC Provider Handbook.

Transferring Provider	
VFC PIN	
Contact Name and Phone Number	
Date Receiving Site Contacted	

Receiving Provider	
VFC PIN	
Contact Name and Phone Number	

Vaccine Trade Name	Lot Number	Number of Doses	Expiration Date	Reason for Transfer

For Office Use Only			
Staff Initials Approving Transfer	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date Contacted	Logged on internal transfer spreadsheet

Steps to make a VFC Transfer:

1. VFC vaccine transfers between providers must be approved by the Immunization Program. Please use this form to request approval for transferring VFC vaccine.
2. Contact the receiving provider before transferring vaccine to make sure they can use it before it expires and that they are available to receive the vaccine.
3. Fill out the required information and submit this form to hhsiz@mt.gov or fax to 442-4848. You will receive a response within 24 hours.
4. Once approval is received, transfer the vaccine electronically in imMTrax. (We will respond within 24 hours)
5. Then pack and transport vaccine according to Section 12 of the VFC Provider Handbook.

Vaccine Update!!

Update on Flu!!!

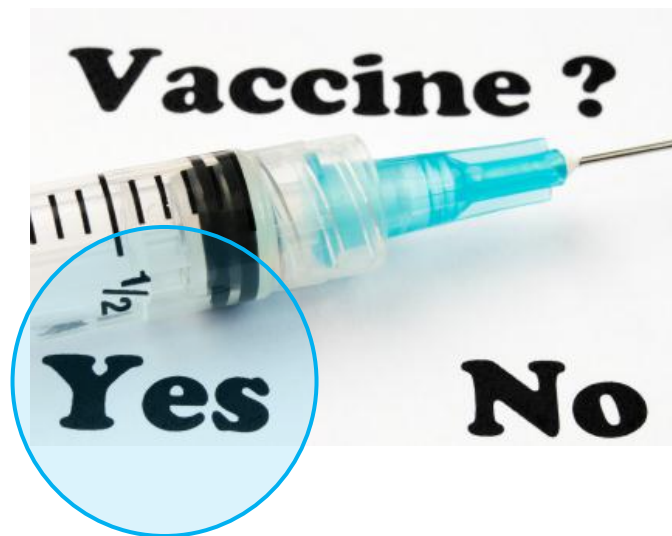
- We are still waiting for our allocation of:
 - Fluzone .25 single-dose P-free syringes
 - Fluzone .5 single-dose P-free syringes
- We have extra of the following:
 - FluMist
 - Fluzone .5 single-dose P-free vials
 - Fluzone MDV
- National Influenza Week
 - December 8-14, 2013
 - <http://www.cdc.gov/flu/nivw/>



Vaccine Update Cont...

Vaccine Update

- ActHib- We are no longer having to allocate for November
- Adacel/Pentacel- We are going to have to allocate for November. Please have orders in by the 10th to be included in this allocation.



VFC Provider Education Requirement

Part of new CDC requirements issued last November.

Vaccine manager and alternate manager must complete before 2014 re-enrollment (Starts January 1, 2014)

CDC online training series “You Call the Shots”

- “Vaccines for Children”
- “Vaccine Storage and Handling”

Look for an instruction packet by email (this week) and regular mail (next week).

Steps:

1. Register for the CDC Training and Continuing Education site
2. Attend the online trainings (@ 20-30 minutes for each one)
3. Record the verification code during the training
4. Go back to the CDC TCE site and enter the verification code
5. Obtain a certificate of completion. Fax to: 442-4848
6. Continuing Education credits are available through the CDC TC

Things to Remember Looking Forward ...

1. Section 12: Vaccine Management and Emergency Plan

- Review the Vaccine Management Plan with staff and update/re-post if necessary. Date of review is required during reenrollment.

2. Data Logger Data

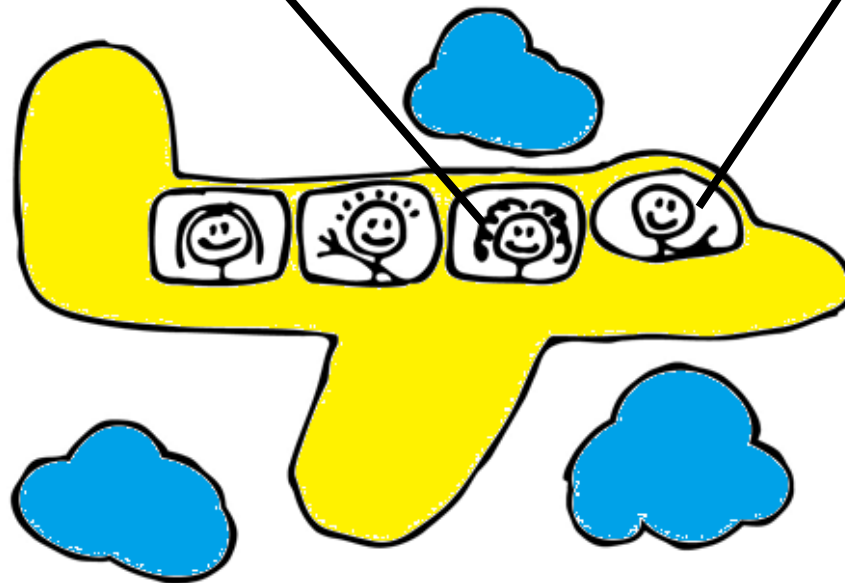
- Remember to download data logger data once a month
- Review and save

3. Correspondences

- We send all information via e-mail
- We post all documentation on our main website at www.immunization.mt.gov
- If you can't find something, please e-mail and we will assist😊

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